



THE UNIVERSITY OF
SYDNEY

Hazard Registration Form

HAZARD REGISTRATION FORM - RISK AND CONTROL ASSESSMENT

This form can be used to identify risks associated with an activity and should be approved by an authorised person being the Head of Department and/or Event Manager before any work is undertaken. By completing this form, the “event organiser” is in a unique position of being able to identify hazards specific to the event and implement practical solutions to protect the patrons and the University community.

Risk Assessments for workshops in this document include: Analysing Inorganic Substances, Spectroscopy Instruments and Acid Rain.

Analysing Inorganic Substances

1. Faculty Name: Faculty of Science
2. Faculty contact and mobile number on event day: Holly Kershaw Mob: 0455310703 Risk assessment for Analysing Inorganic Substances for Chemistry Kickstart
3. Authorised person on behalf of Faculty: Holly Kershaw Position: Senior Science Communicator (Chemistry and Geosciences) Date: 27/11/2019
4. Steps to follow A. Review the activity and identify the potential hazards; B. Arrange and ensure you have implemented the standard controls required for the event; C. Identify any other additional controls you will be implementing; D. Referring to Risk Matrix rating table below – apply a risk rating to your assessment E. Return this registration form and risk assessment to the Gaylene Yuen, Events Manager by email

EVENT MANAGEMENT RISK AND CONTROL ASSESSMENT

Potential Hazards	N/A	Yes	Likelihood	Severity	Risk Rating	Standard Controls	Completed	Additional Controls
Provision of food	✓	<input type="checkbox"/>				<ul style="list-style-type: none">All food and non-alcoholic beverages to be supplied by current University food services contractor	<input type="checkbox"/>	

Hazard Registration Form

						<ul style="list-style-type: none"> Food provided by external provider in accordance with the NSW Food Act 2003, Food Regulation 2004 and Food Standards Code (FSANZ) 	<input type="checkbox"/>	
Engagement of external contractors	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Application of the University consultants or contractor management requirements Contractor to provide a job safety analysis or safe work method statement Contractor to provide evidence of public liability insurance in accordance with the level o risk of the event (minimum \$10 million) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Amplified music or public address system	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Compliance with EPA regulations or council requirements 	<input type="checkbox"/>	
Can the activity be affected by adverse weather conditions	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Wet weather contingency plan 	<input type="checkbox"/>	
Does the activity require additional electrical power	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Place powers orders to SRU <input type="checkbox"/> Provide up to date tag and tested electrical cords and equipment 	<input type="checkbox"/> <input type="checkbox"/>	
Potential Hazards	N/A	Yes	Likelihood	Severity	Risk Rating	Standard Controls	Comp¹	Additional Controls
Does the activity require setting up of staging/tables/chairs	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Completion of Manual Handling Risk Assessment 	<input type="checkbox"/>	
Is there a potential for waste to be generated	<input type="checkbox"/>	✓	+	!	4	<ul style="list-style-type: none"> Additional cleaning organised Rubbish skips/bins required 	<input checked="" type="checkbox"/> N/A	Waste disposal procedures for the School of Chemistry

Hazard Registration Form

								will be followed.
Use of gas cylinders (e.g. BBQ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	!	4	<ul style="list-style-type: none"> Portable fire protection equipment to be provided 	<input checked="" type="checkbox"/>	If Atomic Absorption Spectroscopy is demonstrated: Compressed acetylene gas is used but it is secured to the instrument and vented appropriately through the fumehood. The pressure is always monitored.
Exposure to Ultra Violet Rays (outdoor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<ul style="list-style-type: none"> Provision of sun screen, hat, clothing etc 	<input type="checkbox"/>	
Faculty Specific Risks (please complete if applicable)								
Use of any potentially dangerous substances,	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	!	4	<ul style="list-style-type: none"> Completion of Material Safety Data Sheets (MSDS) PPE First aid contacts readily available 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Some hazardous chemicals are used in the workshop, however the demonstrators have been trained in using these chemicals, high school students are not allowed

Hazard Registration Form

								to handle any hazardous chemicals and chemical waste is disposed of according to the School of Chemistry's procedures.
Use of any potentially dangerous machinery or equipment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	!	4	<ul style="list-style-type: none"> • Completion of Risk Assessment • First aid contacts readily available • PPE 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	If Atomic Absorption Spectroscopy is demonstrated: hazard due to the flame and acetylene gas cylinder, however these hazards are managed.
	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	



Hazard Registration Form

Spectroscopy Instruments

1. Faculty Name: Faculty of Science
2. Faculty contact and mobile number on event day: Holly Kershaw Mob: 0455310703 Risk assessment for Spectroscopy Instruments Workshop for Chemistry Kickstart
3. Authorised person on behalf of Faculty: Holly Kershaw Position: Senior Science Communicator (Chemistry and Geosciences) Date: 27/11/2019
4. Steps to follow F. Review the activity and identify the potential hazards; G. Arrange and ensure you have implemented the standard controls required for the event; H. Identify any other additional controls you will be implementing; I. Referring to Risk Matrix rating table below – apply a risk rating to your assessment J. Return this registration form and risk assessment to the Gaylene Yuen, Events Manager by email

EVENT MANAGEMENT RISK AND CONTROL ASSESSMENT

Potential Hazards	N/A	Yes	Likelihood	Severity	Risk Rating	Standard Controls	Completed	Additional Controls
Provision of food	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> All food and non-alcoholic beverages to be supplied by current University food services contractor Food provided by external provider in accordance with the NSW Food Act 2003, Food Regulation 2004 and Food Standards Code (FSANZ) 	<input type="checkbox"/>	
Engagement of external contractors	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Application of the University consultants or contractor management requirements Contractor to provide a job safety analysis or safe work method statement Contractor to provide evidence of public liability insurance in accordance with the level o risk of the event (minimum \$10 million) 	<input type="checkbox"/>	
Amplified music or public address system	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Compliance with EPA regulations or council requirements 	<input type="checkbox"/>	
Can the activity be affected by adverse weather conditions	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Wet weather contingency plan 	<input type="checkbox"/>	
Does the activity require additional electrical power	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Place powers orders to SRU <input type="checkbox"/> Provide up to date tag and tested electrical cords and equipment 	<input type="checkbox"/>	
Potential Hazards	N/A	Yes	Likelihood	Severity	Risk Rating	Standard Controls	Comp'	Additional Controls

Hazard Registration Form

Does the activity require setting up of staging/tables/chairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<ul style="list-style-type: none"> Completion of Manual Handling Risk Assessment 	<input type="checkbox"/>	
Is there a potential for waste to be generated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	!	4	<ul style="list-style-type: none"> Additional cleaning organised Rubbish skips/bins required 	<input checked="" type="checkbox"/> N/A	Waste disposal procedures for the School of Chemistry will be followed.
Use of gas cylinders (e.g. BBQ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	!	4	<ul style="list-style-type: none"> Portable fire protection equipment to be provided 	<input checked="" type="checkbox"/>	Compressed acetylene gas is used by the atomic absorption spectrometer, but it is secured to the instrument and vented appropriately through the fumehood. The pressure is always monitored.
Exposure to Ultra Violet Rays (outdoor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<ul style="list-style-type: none"> Provision of sun screen, hat, clothing etc 	<input type="checkbox"/>	
Faculty Specific Risks (please complete if applicable)								
Use of any potentially dangerous substances,	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	!	4	<ul style="list-style-type: none"> Completion of Material Safety Data Sheets (MSDS) PPE First aid contacts readily available 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Some hazardous chemicals are used in the workshop, however the demonstrators

Hazard Registration Form

								have been trained in using these chemicals, high school students are not allowed to handle any hazardous chemicals and chemical waste is disposed of according to the School of Chemistry's waste disposal policies and procedures.
Use of any potentially dangerous machinery or equipment?	<input type="checkbox"/>	✓	+	!	4	<ul style="list-style-type: none"> • Completion of Risk Assessment • First aid contacts readily available • PPE 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	The atomic absorption spectrometer is a hazard due to the flame and acetylene gas cylinder, however these hazards are effectively managed.



Hazard Registration Form

Acid Rain

1. Faculty Name: Faculty of Science
2. Faculty contact and mobile number on event day: Holly Kershaw Mob: 0455310703 Risk assessment for Acid Rain Workshop for Chemistry Kickstart
3. Authorised person on behalf of Faculty: Holly Kershaw Position: Senior Science Communicator (Chemistry and Geosciences) Date: 27/11/2019
4. Steps to follow K. Review the activity and identify the potential hazards; L. Arrange and ensure you have implemented the standard controls required for the event; M. Identify any other additional controls you will be implementing; N. Referring to Risk Matrix rating table below – apply a risk rating to your assessment O. Return this registration form and risk assessment to the Gaylene Yuen, Events Manager by email

EVENT MANAGEMENT RISK AND CONTROL ASSESSMENT

Potential Hazards	N/A	Yes	Likelihood	Severity	Risk Rating	Standard Controls	Completed	Additional Controls
Provision of food	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> All food and non-alcoholic beverages to be supplied by current University food services contractor Food provided by external provider in accordance with the NSW Food Act 2003, Food Regulation 2004 and Food Standards Code (FSANZ) 	<input type="checkbox"/> <input type="checkbox"/>	
Engagement of external contractors	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Application of the University consultants or contractor management requirements Contractor to provide a job safety analysis or safe work method statement Contractor to provide evidence of public liability insurance in accordance with the level o risk of the event (minimum \$10 million) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Amplified music or public address system	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Compliance with EPA regulations or council requirements 	<input type="checkbox"/>	
Can the activity be affected by adverse weather conditions	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Wet weather contingency plan 	<input type="checkbox"/>	
Does the activity require additional electrical power	✓	<input type="checkbox"/>				<ul style="list-style-type: none"> Place powers orders to SRU <input type="checkbox"/> Provide up to date tag and tested electrical cords and equipment 	<input type="checkbox"/> <input type="checkbox"/>	
Potential Hazards	N/A	Yes	Likelihood	Severity	Risk Rating	Standard Controls	Comp'	Additional Controls

Hazard Registration Form

Does the activity require setting up of staging/tables/chairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<ul style="list-style-type: none"> Completion of Manual Handling Risk Assessment 	<input type="checkbox"/>	
Is there a potential for waste to be generated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	++	!	3	<ul style="list-style-type: none"> Additional cleaning organised Rubbish skips/bins required 	<input checked="" type="checkbox"/> N/A	Waste disposal procedures for the School of Chemistry will be followed.
Use of gas cylinders (e.g. BBQ)	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<ul style="list-style-type: none"> Portable fire protection equipment to be provided 	<input type="checkbox"/>	Compressed acetylene gas is used by the atomic absorption spectrometer, but it is secured to the instrument and vented appropriately through the fumehood. The pressure is always monitored.
Exposure to Ultra Violet Rays (outdoor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<ul style="list-style-type: none"> Provision of sun screen, hat, clothing etc 	<input type="checkbox"/>	
Faculty Specific Risks (please complete if applicable)								
Use of any potentially dangerous substances,	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	!	4	<ul style="list-style-type: none"> Completion of Material Safety Data Sheets (MSDS) PPE First aid contacts readily available 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Some hazardous chemicals are used in the workshop, however the demonstrators

Hazard Registration Form

								have been trained in using these chemicals, high school students are not allowed to handle any hazardous chemicals and chemical waste is disposed of according to the School of Chemistry's waste disposal policies and procedures.
Use of any potentially dangerous machinery or equipment?	✓	<input type="checkbox"/>					<ul style="list-style-type: none"> • Completion of Risk Assessment • First aid contacts readily available • PPE 	

RISK MATRIX RATING

For each of the hazards and hazardous jobs listed above, record a priority rating in the column beside that hazard/job after referring to the matrix below. The likelihood of injury will be reduced if effective risk control measures are already in place e.g. safe operating equipment and procedures, trained staff etc.

Found a hazard? Think about:	How severely could it hurt someone? ▼		
How likely is it to hurt someone? ▼	!!! kill or disable	!! several days off work	! first aid
very likely ++ could happen regularly	1	2	3
likely + could happen occasionally	2	3	4
unlikely - could happen, but only rarely	3	4	5
very unlikely -- could happen, but probably never will	4	5	6

The numbers show how important it is to do something:

- 1 do something immediately
- 6 do something when possible.